## LOUISIANA VITAL RECORDS REGISTRY OFFICE OF PUBLIC HEALTH DEPARTMENT OF HEALTH AND HOSPITALS

## **IDENTIFICATION REQUIREMENTS**

Persons who apply for a certified copy of a **BIRTH** or **DEATH** certificate or seek to alter or amend a vital record at a Vital Records Registry customer service office must produce identification in the form of one primary document or two secondary documents. (Note: Marriage certificates are not confidential records. Orleans Parish Marriage certificates may be purchased without identification.)

## A. **Primary Documents**

- A state issued Driver's License that includes a photograph which clearly identifies the applicant as the same.
- A state issued picture identification that includes a photograph which clearly identifies the applicant as the same.
- A current U.S. military identification card that includes a photograph which clearly identifies the applicant as the same.
- A U.S. Passport with current photograph which clearly identifies the applicant as the same.
- For students High School or below, a current school yearbook or a current school identification document with a photograph that clearly identifies the applicant as the same.

## **B.** Secondary Documents

- A student picture I.D. card from a Louisiana college or university when accompanied by a 100% fee paid receipt for the current semester. (COUNTS AS TWO DOCUMENTS).
- A W-2 form issued within the last two years plus an original signed Social Security Card. The Social Security numbers must match. (COUNTS AS TWO DOCUMENTS).
- Original adoption papers.
- Official certified deeds or title to property in Louisiana.
- Louisiana certificate of vehicle title.
- Insurance policy (Health, Home, Life, Auto).
- A payroll stub. The stub must show the name and social security number of applicant. (Cannot be handwritten stubs).
- A current U.S. military dependent identification card that includes a photograph which clearly identifies the applicant as the same.
- Original DD-214 Military Discharge document which clearly identifies the bearer as the same.

\*\*IMPORTANT: IN CASES WHERE APPLICANTS PROVIDE OR ATTEST TO FALSE INFORMATION, THE INDIVIDUAL WHO SIGNS THE APPLICATION IS THE INDIVIDUAL PROSECUTED.

Revised 05/04\*\*\*\*\*\*